THE COUNCIL FOR TOBACCO RESEARCH – U.S.A., INC.
900 THIRD AVENUE
NEW YORK, NY 10022
(212) 421-8885

ARTHUR D. EISENBERG, Ph.D.
Associate Research Director

March 1, 1991

Dr. Steven I. Reed
Department of Molecular Biology, MB-7
10666 North Torrey Pines Rd.
La Jolla CA 92037

Dear Dr. Reed:

Thank you for your interest in our program of research support. I am pleased to enclose a statement of policy and a recent Annual Report that lists grants currently supported.

Our application procedure requires a mandatory two-step application process. First, a preliminary application must be submitted and reviewed by members of the Executive Committee of our Scientific Advisory Board who evaluate it for scientific merit and for "fit" into The Council's multidisciplinary biomedical research program. If the review is favorable, you will be provided with forms and instructions for completing a full application which is reviewed by our Scientific Advisory Board (SAB).

The Council operates two application cycles per year as described below:

Cycle	Preliminary Application Submissions	Full Application Deadline	SAB Meeting/ Notification Dates	Activation Dates
Spring	March 16- Sept. 15	Nov. 30	April/May	July 1
Fall	Sept. 16- March 15	May 31	September/October	January 1

The preliminary application must contain the following:

Cover letter. Include a cover letter on your institution's stationery.
Three page narrative summary. Begin with the title and include relevant background, overall goals and specific aims, a brief description of preliminary data and research methods and, importantly, the significance of the proposed project.
Please end with a sentence indicating the anticipated duration of the project (one, two or three years) and a single figure estimate of the anticipated annual direct cost.
Note that the three page limit is absolute. No attachment pages containing photographs, charts or literature citations will be accepted. If you judge such materials are critical for the review of the proposal, they must be accommodated within the three page limitation.
Two page curricula vitae . A CV of two pages per professional level investigator is required. Each CV should include a relevant bibliography. The NIH format is quite acceptable. Again, the page limit is strictly enforced; only two pages per investigator are forwarded to the Committee.
Publications. Include two or three publications, abstracts or manuscripts that are closely related to the proposed project.

Your preliminary application has been forwarded to the Executive Committee.

Sincerely,

Arthur Eisen

Dr. A. D. Eisenberg

Source: https://www.industrydocuments.ucsf.edu/docs/ghpb0000